

**Position:** Technical Theatre Assistant

**Status & Location:** Part Time up to 30 hours per week, Hourly, non-exempt; Detroit, MI

**Compensation:** \$18-\$20 per hour

**Reporting Relationships:** This position reports to the Artistic Associate, and works with various stakeholders to ensure the attainment of organizational and individual goals

**Time Commitment:** Typically, 1:00-7:00 pm Sundays, 4:00 pm-9:30 pm Tuesdays and Thursdays; additional hours as needed; Summer varies

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The Technical Theatre Assistant position is responsible for scheduling work and coordinating the work of various technical contractors and Mosaic staff related to production. They assist with tech ensemble teaching and are responsible for set construction and coordinating necessary maintenance of tech equipment and supplies.

**Responsibilities include:**

- Attend all Mosaic rehearsals and assist with teaching the backstage company
- Attend weekly production meetings as scheduled and additional meetings as needed with other Mosaic employees or other key stakeholders
- Work with Artistic Associates and other technical contractors to assist in executing all technical aspects of productions including but not limited to wardrobes, set design, scene changes, sound, lighting, and stage management.
- Distribute information to Mosaic staff, technical contractors, and other key stakeholders as needed
- Assist guest designers with technical matters.
- Supervise set construction crews within budgetary constraints
- Supervise load-in, load-out and run crews within budgetary constraints.
- Attend postproduction debriefs and/ or critiques
- Act as technical support to all Mosaic Programs
- Act as Master Carpenter on all productions.
- Provide facilities support including but not limited to the setup and breakdown of rehearsal spaces, art installations, event support, etc.

**Learning & Development**

- **Professional Growth:** Commit to personal and professional growth, exploring innovative program enhancement and excellence ideas.
- **Excellence Standard:** Uphold Mosaic's value of striving for excellence, dedicating resources to achieve the highest program, operational, and partnership standards, driving positive community change, and spreading joy.
- **Other Duties:** Perform additional assigned tasks by the organization.

**What we're looking for in a candidate:**

- **Mission-focused and results-driven.** You are committed to supporting the mission and vision of Mosaic Youth Theatre of Detroit, responding to challenges with integrity, and reflecting Mosaic's values to 1) Strive for Excellence 2) Build Community 3) Dream Boldly and 4) Embrace Joy.
- **Detail-oriented and organized.** You are a master with detailed information, love organization, and execute activities with a high degree of accuracy and consistency.
- **An excellent communicator.** You have the ability to listen and read attentively and effectively communicate complex information in a way that is easily digestible for internal and external stakeholders. You have strong writing skills to support the development of compelling reports and proposals.
- **Project management.** You excel at coordinating multiple moving parts and understand how to prioritize effectively and when to tap into the strengths of others for the success of the project.

- **Community builder.** You are committed to fostering a positive work environment and are sensitive to the needs of individuals. You value diverse perspectives and utilize strong interpersonal skills to pursue the best outcomes in all relationships.
- **Professionalism.** You work well collectively and individually including in planning. You have a high degree of integrity, empathy, emotional intelligence, and self-awareness.
- Provides your own means of reliable transportation to and from all work assignments.

**Physical demands/ Work Environment:**

- Regularly required to use hands to handle or feel and talk and hear.
- Frequently required to sit, stand, walk, reach with hands, turn, sit, bend, go up and down stairs.
- Work in areas that may use bright or strobe lights and in dark spaces.
- Some sitting and working at a computer.
- Some travel may be required as a part of program delivery, oversight and evaluation, training, and meeting participation.
- Some additional evening and weekend hours are required.
- Some heavy lifting and moving of supplies.
- While performing the duties of this job, team members may occasionally be exposed to outside weather conditions.
- The noise level in the work environment varies.

Mosaic Youth Theatre of Detroit is an equal-opportunity employer. We are committed to upholding safe spaces that honor diverse perspectives, lived experiences, and expertise to enhance the communities we serve and those we are a part of creating. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.